



Contacts and Information for Exchange Students

Institution Identification code	D WIESBAD01
Postal address	Hochschule RheinMain University of Applied Sciences POB 3251, 65022 Wiesbaden Germany
Departmental	Wiesbaden Business School - International Office
Address	Bleichstrasse 44 65183 Wiesbaden, Germany
Website	www.hs-rm.de/wbs
Director of International Relations	Professor Dr. Marina Grusevaja
Telephone	+ 49 611 9495-3119
E-Mail	marina.grusevaja@hs-rm.de
International Office E-Mail	international.office-wbs@hs-rm.de
Fax	+ 49 611 9495-3102
Contact Person for WBS Incomings (academic matters like academic calendar at WBS, Learning Agreement, Transcript of Records etc.)	Ms Isabelle Meissner
Telephone	+ 49 611 9495-3107
E-Mail	isabelle.meissner@hs-rm.de
Contact Person for Outgoings	Ms Blanca Beutler / Ms Helena Schiefer
Telephone	+ 49 611 9495-3131
E-Mail	international.office-wbs@hs-rm.de
All information for Incoming Exchange Students at WBS can be found on our homepage: www.hs-rm.de/en/faculties/wiesbaden-business-school/international/incoming-students/	
Institutional	Hochschule RheinMain University of Applied Sciences Office for International Affairs
Address	Kurt-Schumacher-Ring 18 65197 Wiesbaden, Germany
Website	www.hs-rm.de
Head of the Institutional International Office	Ms Judith Hayer
Contact Person for Incomings (online application, accommodation, enrolment, visa, health insurance)	Ms Tanja Bauer
Telephone	+ 49 611 9495-1573
Fax	+ 49 611 9495-1574
E-Mail	incoming@hs-rm.de
Semester Dates	1 April – 30 September (summer) // 1 October – 31 March (winter)
Nomination/Application Deadline	15/30 November for summer semester // 15/31 May for winter semester
German Intensive Course (2 weeks)	Mid of March // mid of September
Lecture Period (14 weeks)	April-July // October-January
Examination Period (4 weeks)	July-August // January-February °
° If the WBS examination period overlaps with your home university's semester start, we offer (upon proof) options for alternative performance to achieve ECTS/credit points under certain conditions.	
For Time Planning	Incomings should be on site from the Welcome Event/Intensive German Course (approx. mid-Sept. (winter) or -March (summer)), but at the latest from the start of lectures until the last day of the examination period.
Living in Germany	https://www.daad.de/en/studying-in-germany/living-in-germany/ or https://www.hs-rm.de/en/international/welcome-and-stay/financing-your-studies
Costs of Living Expenses / month	ca. 1000 EUR (including accommodation)
Entry and Visa Requirements	Generally, students with EU citizenship do not require a visa to enter Germany. Citizens of Australia, Israel, Japan, Canada, Korea Republic, New Zealand, Switzerland or the USA do not need to apply for a visa in advance, but will have to apply for a residence permit at the Immigration and Integration Office within three months of arrival. Important: some Non-EU nationalities may come to Germany without a prior visa application (s.



	above link), but they need to apply for a <u>residence permit</u> once they are in Germany (and provide proof of sufficient financial resources).
Entry requirement for Germany is a valid ID (e.g. identity card or passport). It is the students' responsibility to inquire at the German embassy, at the Federal Foreign Office (Auswärtiges Amt: https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/-/231148) or consulate in their home country whether a visa during the stay in Germany is needed and which entry and residence requirements have to be met. Not sure, if you need a visa? Check here: https://www.auswaertiges-amt.de/en/visa-service/visa-navigator/2489244	Non-EU citizens have to apply for a study visa (no tourist visa!) at the German embassy/consulate in their home country. Please note that processing visa applications can often take a long time. Students will receive an official invitation letter for their visa application after the successful completion of their application at WBS. If you are coming to Germany on a visa, please read: https://www.study-in-germany.de/en/plan-your-studies/requirements/visa/ . Among other things, you will find information on what can be submitted as a proof of sufficient financial resources, which is necessary for a visa application: https://www.study-in-germany.de/en/plan-your-studies/requirements/proof-of-financing/
Health Insurance	EU-Citizens: Please bring your European Health Insurance Card (EHIC). The EHIC will be issued by your health insurance company. Turkish students will bring the form A/T 11.
Sufficient health insurance (no travel insurance!) is compulsory for all students who wish to enroll at HSRM.	Non EU-nationalities: Health insurance can be arranged with a German insurance provider (approx. EUR 120/month). We strongly recommend taking out health insurance in Germany, as foreign health insurance policies have to fulfill certain requirements to be accepted in Germany. We will inform you in detail about your options for health insurance, once you receive your acceptance letter.
Blended Welcome Weeks	Digital & analogue offerings preparing for students' stay/studies and help settling into their life in Germany. Our welcome offer include: Online Info Sessions, Welcome Event on campus, Intercultural Workshop, Wiesbaden City Tour, Campus Tours...WBS Introduction and Welcome Meeting on site.
Accommodation	While Hochschule RheinMain does not provide university-owned housing, we hold (currently a small!) room contingent with two private accommodation providers in Wiesbaden. Details provided with semester application. Applications to be sent to incoming@hs-rm.de .
Residence Permit	All students must declare their place of residence at the Citizens Office (Einwohnermeldeamt) within two weeks after their arrival. Please register in the city where you will be living during your stay at RheinMain University of Applied Sciences. In a second step, non-EU nationalities need to apply for a residence permit. We will provide detailed information on the registration as well as the application for a residence permit during our digital info sessions prior to the semester!
Semester Fee	Exchange students do not have to pay administration charges, but they get a study ticket and a liability insurance through payment of a reduced semester fee (ca. 290 EUR/semester, compulsory).
Semester Ticket	Exchange students at Hochschule RheinMain will get a "Semesterticket". It allows free use of regional public transportation in most parts of Hesse, some places in Rhineland-Palatinate plus (NEW!) the Deutschland ticket which allows you to use regional public transportation in all of Germany!
Insurance	Accident and Liability Insurance for enrolled exchange students (costs incl. in semester administration fee). Reg. health insurance please see above.
Bank Account	As a student you can often open a bank account free of charge by signing an agreement and presenting your passport, your student ID as well as your confirmation of your registration at the Citizens Office.
Broadcast License Fee (Rundfunkbeitrag)	After having registered at the Registration Office, students receive a letter concerning the so called "licence fee" (EUR 18.36 EUR per month). This fee has to be paid (once per residence and regardless of the number of TVs, radios or computers): https://www.rundfunkbeitrag.de/welcome/englisch/index_ger.html Don't forget to de-register before departure if applicable!